



25th Seismic Research Review

SRR

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SUMMARY OF ABSTRACT/PAPER/POSTER PREPARATION INSTRUCTIONS

Abstracts must be received by **May 23, 2003**.

Papers based on accepted abstracts must be received by **July 18, 2003**.

YOU MUST SUBMIT ABSTRACTS AND PAPERS ELECTRONICALLY. NO HARD COPY SUBMISSIONS WILL BE ACCEPTED. YOU MUST MEET THE DEADLINES. IF YOUR MATERIAL IS NOT UPLOADED TO THE WEB SITE BY THE DEADLINE, YOUR PAPER WILL NOT BE INCLUDED IN THE PROCEEDINGS.

Changes from last year and additions to instructions are in blue italics.

The Process for Abstracts and Papers:

- We want your source file, not pdf. The applications we can accept are Word, WordPerfect, FrameMaker (*we request that you use FrameMaker 7.0, but 6.0 is OK*), and PageMaker. If you are working in TeX, we recommend that you use a service to convert your TeX file to Word. One such service can be found at <http://www.ktalk.com/texport.html>. The conversion cost for a 10-page document is about \$250. If you submit an unconverted TeX file, we will have your file converted to Word, and we will bill you for the cost of the conversion.
- You will upload your source file to our web site using a process similar to that used last year. We will check your document for format, typos, etc., make minor corrections if necessary, convert to pdf, reload the pdf to the web site, and use that file for final production of the Proceedings in hard copy and on CD ROM.
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What does matter is that you **include the appropriate extension for the application you are uploading** (.doc for Word, .wpd for WordPerfect, .fm for FrameMaker, .pm for PageMaker, and .tex for TeX).
- Your program manager will approve your abstract or paper online and submit it to the editors. The editors are not permitted to accept your input directly; it must first be approved by Anton Dainty for DTRA, Rick Schult for AFTAC, or Leslie Casey for NNSA.
- Abstracts must be one page in length or less. Papers must be 10 pages in length or less. *When it comes time to submit your paper, please include the Abstract page, even if the Abstract has not changed since you submitted it.*
- When you upload your abstract or paper, you will fill out an online submission form.
- The Proceedings will be published as a Los Alamos National Laboratory document, and Los Alamos classifiers will have responsibility for reviewing the entire volume before publication. Authors are responsible for local classification review before submission, **and it is imperative that everything uploaded to the web be totally unclassified.**
- We will provide pre-formatted templates in Word, WordPerfect, and FrameMaker on the web for downloading to your local work station. Or, you can follow the detailed formatting instructions included in this e-mail (also available as a download from the conference web site).
- Please convert your figures to a format that uses the least amount of memory possible, such as JPEG or .gif, before inserting them into your document. *The easiest type of file to insert in Word is .gif using the Insert – Picture – From File menu. For large complex graphics, we will provide an ftp site where you can transfer the files, which we will insert in your document locally. These types of files are difficult to transfer via our web tool. Be sure graphics inserted in a FrameMaker file are copied into document, not imported by reference. If you do not select the Copy into Document option on the FrameMaker print menu, your graphics will likely display as gray boxes when uploaded to our web site.*
- The Proceedings will be available online at <http://www.nemre.nn.doe.gov/review2003/> about two weeks before the meeting. The hard copy and CD ROM Proceedings will be distributed at the meeting. **Questions?** You may contact the editor or web master directly for more information or clarification of instructions.

Posters: Your poster board will be the standard 4 feet high by 8 feet wide. Technical and classification review of the posters will be done jointly by the sponsoring and executing organizations at the home facility.

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